

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
WESTERN-PACIFIC REGION

WP 6030.34B

3/7/86

SUBJ: MANAGEMENT OF SPECIAL MAINTENANCE PROJECT PROGRAM

1. PURPOSE. This order establishes procedures and responsibilities for the implementation and accomplishment of the Special Maintenance Project (SMP) and Regional Maintenance Project (RMP) programs to the National Airway System (NAS) in the Western-Pacific Region.

2. DISTRIBUTION. This order is distributed to section level and above in the Airway Facilities Division, with standard distribution to all Airway Facilities Sectors.

3. CANCELLATION. Order WP 6030.34A, Management of Special Maintenance Project Program, dated 11/14/73 is cancelled.

4. EXPLANATION. Order 6030.39 (Management of Maintenance Project Work) is included as Appendix 2 to this order as it has not been distributed to the Sector level but includes information of value to sector managers.

5. SPECIAL MAINTENANCE PROJECTS (SMP)

a. AF Sectors are encouraged to submit SMPs which meet the criteria of Order 6030.39, Paragraph 9, as soon as the need for the work can be identified and justified. It is preferable that this be done two to three years prior to the needed accomplishment of the project, so that funds can be budgeted and made available within the approved AF Division program allowances.

b. To expedite project approval, Airway Facilities Sectors shall submit completed data sheets, (WP Form 6030-11 (12/85) including an estimate of project costs. This is part of the process which determines whether an SMP meets the requirements of Order 6030.39 and Paragraph d. below.

c. Complete statements of project description and justification including supporting documents such as drawings, sketches, photographs, engineering data, cable records, etc., shall accompany or be included on the SMP data sheet. Supporting documents must be specific to insure proper review and approval/disapproval of project. The description of the project shall include the scope of required improvements. Include the rationale as to why the project needs to be accomplished including the expected benefits to be accomplished or gained. Also include negative impacts to be expected to the NAS if the project is not accomplished. This will assist and expedite the overall evaluation, approval and execution of the Project. Use plain bond paper if additional space is required.

3/7/86

d. Non-routine projects with a scope of work substantially beyond the resources (i.e., material, manpower, expertise or funding) normally available to the AF Sectors for regular maintenance, shall be submitted as SMP projects. Regular maintenance items not specifically requested through the budget process should be submitted as SMP's for approval of project scope, submission into the budget process, and for Regional tracking/monitoring. Non-routine maintenance project specifications, drawings and procurement requests prepared by the AF Sectors which require the services of the Contracting & Acquisition Management or the Real Estate & Utilities Branches shall be submitted to Regional Office specialists in AWP-464, Environmental Engineering Section, for a cursory review prior to submission. Small routine maintenance projects shall be accomplished by the sector within the sector's budget. Larger routine maintenance projects may be submitted as FMP projects within the requirements of Order WP 6900.2, Request for Field Maintenance Party Services.

e. An initial request for emergency SMP assistance may be made by telephone. Regional Office specialists, AWP-464 and AWP-423, Operations Program Section, will assist in determining the best method and procedure to be used to restore the facility. A completed data sheet will be required if work is accomplished by SMP.

f. Special Maintenance Projects, F&E Direct and Local Project Funds (LPF). Special Maintenance Project originators should insure that SMP's meet the criteria of Orders 6030.39 and 2500.8, Operations vs F&E Funding, prior to submission. SMP's should not be submitted for items that have been submitted for F&E Direct or F&E Local Project funding. Utilizing both Operations and F&E budgeting processes to acquire funds to accomplish the same project is not authorized. Whenever a project is changed from one type of funding to another or it is found that the same project was inadvertently submitted under more than one budgeting process, AWP-423 should be notified immediately in order to determine the proper funding for the project.

g. Responsibilities

(1) Operations Program Section, AWP-423

Program Manager  
Develops and Coordinates overall program  
Monitors program accomplishment  
Reports program status

(2) Environmental Engineering Section, AWP-464

Conducts technical review and approval of projects  
Initiates, develops and modifies project requirements  
Represents and supports sector requirements  
Establishes initial regional priorities  
Monitors JAI exceptions  
Furnishes Engineering of projects  
Assigns Resident Engineers  
Monitors Construction/Installation, project status and accomplishment of projects

(3) Sector Manager

Develops project requirements.  
Coordinates project development with other FAA field elements i.e.,  
AT/FS/AP.  
Insures adequate justification.  
Signs all SMP data sheets.  
Assigns sector priorities to projects.

h. Procedures.

(1) AF Sector shall submit WP Form 6030-11 (12/85) (Appendix 1) to AWP-423 in the original with one copy for each proposed project. WP Form 6030-11 (12/85) must be signed by the manager in the signature block.

(2) Operations Program Section, AWP-423.

(a) Logs in the data sheet and assigns a sequential number.

(b) Reviews the data sheet to determine if it meets the basic established criteria.

(c) Distributes copies to the Environmental Engineering Section, AWP-464. In addition, AWP-423 will coordinate projects involving space (administrative storage, parking, etc.) with the Logistics Division, AWP-50; projects involving Air Traffic Control with the Air Traffic Division, AWP-500, and projects involving security with the Civil Aviation Security Division, AWP-700.

(d) Semi-Annual Update. Twice a year (during July and January) AWP-423 will prepare a listing by sectors of each pending and approved SMP. These lists will be forwarded to the sectors indicating the status of each SMP. Sectors should review their list for accuracy and completeness, make changes or corrections, indicate their priority for each SMP and return to AWP-423 as soon as possible. During the semi-annual review of their overall program, sector managers are afforded the opportunity to justify changes in the priority of their projects. After receiving sector responses, AWP-464 will furnish copies of priority lists to AWP-423, who will prepare an agenda and conduct a program control meeting (during August and February) with AWP-464, and other concerned divisions to review and determine the priority of projects and to establish or reprogram the SMP on-going fiscal program and future budget submissions. Results of the update meetings will be provided in the form of minutes.

(e) Funding. AWP-423 will:

1. Secure funds and set up control for the SMP program.
2. Schedule the fiscal year in which the projects will be accomplished.
3. Request/adjust funds as necessary through the budget process.

3/7/86

4. Conduct Management Review meetings for projects as required by Order WP 6000.12C, Management Review of F&E and SMP Projects, July 18, 1984, or later revisions.

5. Submit all projects with estimated costs exceeding \$100,000 to APM-150, National Airway Engineering Field Support, for review and approval after approval by Management Review Board (Ref. Order 6030.39).

(3) The Environmental Engineering Section, AWP-464, will review each project for technical feasibility and approve or disapprove each project as appropriate. Project submittals requiring clarification and/or additional information should, as much as possible, be coordinated by telephone with the originator to expedite the review process. When necessary, an AWP-464 engineer will visit the facility to gather field data to assist in verifying/clarifying scope of project. Occasionally projects will be generated by the Environmental Engineering Section, AWP-464, to fulfill regional or national programs.

(4) The Environmental Engineering Section, AWP-464, will also review the proposed SMP for adequate justification and operational requirements. The justification should answer some of the following questions:

- (a) How will facility performance be maintained or improved?
- (b) What health or safety hazards will be eliminated?
- (c) How will quality of work life be improved?
- (d) How does the project benefits justify the cost?
- (e) What will happen if the project is not accomplished?

(5) Project Disposition. After reviews by AWP-464 and other divisions as required, the Data Sheets are returned to AWP-423 indicating approval or disapproval. All disapprovals must contain valid reasons for disapproval. If a project is determined to be routine in nature it will be disapproved. After coordination with the Sector, the project may be submitted as a Field Maintenance Party work request by AWP-464.

(a) Approved Projects. AWP-423 will convert the temporary sequential number to a permanent 3-digit alpha-numeric number. AWP-423 will send copies with the permanent 3-digit alpha-numeric numbers to the sector manager and AWP-464. The alpha-numeric numbers assigned by AWP-423 shall always be used when subsequently referring to the SMP.

(b) Disapproved Projects. AWP-423 will return disapproved data sheets to the sector noting the reason for disapproval.

(6) Project Accomplishment, Monitoring, and Reporting: After funds have been secured and priorities established, AWP-464, will accomplish the approved Special Maintenance Projects including engineering the project, cost estimating, preparation of plans and specifications and Invitations For Bid (IFB), Technical Monitoring of and closeout of the projects. Copies of JAIs will be sent to AWP-464 and AWP-423.

(a) Accomplishment: AWP-464 is responsible for project accomplishment. AWP-464 will accomplish work on a project within its own resources, by contract with an A&E firm and/or by work order to other units such as F&E or sector. Work orders may hand off the entire project or portions thereof and/or may provide for "assist" to other work orders. Work orders will define the parameters of the work assignment and provide any additional information required to assist in the accomplishment of the work. Reporting, and monitoring requirements, as well as, operational limitations (travel, coordination, etc.) will be included as pertinent. Specific cost accounting codes will be defined in accordance with Order WP 2700.6C, Accounting Division Policy and Procedures.

(b) Monitoring: AWP-464, is to monitor the timely progress of each project from pre-engineering to completion. THE SECTOR MAY BE ASSIGNED THE WORK ORDER by AWP-464 for accomplishing and/or providing resident engineering services. It is imperative, therefore, that each resident engineer, or other individuals assigned to monitor the physical accomplishment of an SMP, keep AWP-464 informed of the progress and difficulties encountered. This same individual should also insure that obligating documents (PRs, receipts, SF-44s, travel vouchers, etc.) carry the proper accounting codes listed on the pertinent work order. Requirements and justification for additional funds must be brought to the immediate attention of AWP-423 before incurring obligations.

(c) Reporting:

1. The reverse side of the original copy of the work order (WP FORM 6030-9) carries specific instructions for reporting start and completion dates for the work content of the work order. The individual assigned the work order is responsible for providing this information and returning the completed work order to AWP-464. Cost reporting is accomplished by means of the ADP print-outs from the Accounting Division. It is therefore extremely important that cost codes are complete and correct on all obligating documents.

2. A Joint Acceptance Inspection (JAI) is to be conducted at the completion of each SMP by the Sector in accordance with Order WP 6020.6A, Joint Acceptance Inspections for FAA Facilities. The sector will send the JAI report to AWP-464.

3. AWP-464 will provide cost estimates, completion dates, and other pertinent data input into the SMP program data base. A report will then be generated for AWP-423's required semi-annual report to Washington, APM-150.

  
ALEX HAMMOND

Manager, Airway Facilities Division

3/7/86

WP 6030.34B  
Appendix 1

APPENDIX 1. SAMPLE OF WP FORM 6030-11

(1) PROJ NO	<b>WESTERN PACIFIC REGION SPECIAL MAINTENANCE PROGRAM PROJECT REQUEST</b>		(5) DATE PREPARED OR REVISED
(2) FACILITY TYPE & IDENT.	(3) LOCATION	(4) PROJECT TITLE	
(6) DESCRIPTION			
(7) JUSTIFICATION.			
(7A) COMMENTS BY APPROVING OFFICIAL			
(8) COST ESTIMATE		(9) WASHINGTON/REGIONAL FURNISHED EQUIPMENT	
	DOLLARS		
TRAVEL	(21)		
TRANS OF THINGS	(22)		
UTILITY	(23)		
PRINTING	(24)		
OTHER SERVICES	(25)		
SUPP. & MAT'L. (R.O.)	(26)		
EQUIPMENT	(31)		
		(10)	(11)
PROJECT TOTAL		ORIGINATOR (PRINT)	TELEPHONE NUMBER
(12) SIGNATURE - MANAGER AIRWAY FACILITY SECTOR			(13) DATE

3/7/86

APPENDIX 1. PAGE 2 OF WP FORM 6030-11

INSTRUCTIONS FOR COMPLETING SMP PROJECT REQUEST FORM

- ( 1 ) Enter project number assigned by region (AWP423)
- ( 2 ) Enter approved FMF facility type and indent designation
- ( 3 ) Enter name location.
- ( 4 ) Enter concise description of work requested
- ( 5 ) Enter date request prepared or revised.
- ( 6 ) Enter a technical description of the work to be accomplished in sufficient detail so that the scope of the project may be clearly understood. If cable is required furnish lengths, and descriptions of cable
- ( 7 ) The justification should be in sufficient detail as to leave no doubt as to the need for the project. Where possible it should indicate the dollar savings or other benefits which will be realized. Include a statement on the negative impact on the NAS if this work is not accomplished
- (7A) Comments by approving official, change in scope, additional justification etc.
- ( 8 ) Enter cost estimates. Include travel but not salaries of permanent personnel
- ( 9 ) List all equipment, supplies and material which will be furnished by Washington or Regional sources. This entry will be of use to other Regional Engineers when preparing budget submissions
- (10) Enter the name of the person preparing this request.
- (11) Enter the telephone number the originator can be reached at
- (12) Sector Managers signature (required to validate request).
- (13) Date of signature.
- (14A) Regional Office Technical Approval-Signature & Date of SMP Supervisor or P.E.
- (14B) Reasons Project Disapproved:

<div style="display: flex; justify-content: space-between;"><div>14A   <input type="checkbox"/> APPROVED</div><div>14B   <input type="checkbox"/> DISAPPROVED</div></div> <div style="text-align: center; margin-top: 10px;">SUPERVISOR-SMP PROGRAM — 464.6</div>	<div style="height: 40px; border: 1px solid black; margin-bottom: 5px;"></div> DATE
---	---

3/7/86

WP 6030.34B  
Appendix 2

APPENDIX 2. COPY OF ORDER 6030.39

**ORDER**

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

6030.39

12 Feb 73

SUBJ: MANAGEMENT OF MAINTENANCE PROJECT WORK

1. PURPOSE. This Order establishes procedures for the planning, reporting, reviewing, programming, and management of project work accomplished under the Airway Facilities Maintenance Program.
2. DISTRIBUTION. This Order is being distributed to the branch levels in the Airway Facilities and Logistics Services and the Office of Budget in the Washington Office, branch levels in the Airway Facilities and Logistics divisions in the regions, and branch levels at the FAA Depot.
3. CANCELLATION. Order SM 6030.10, Subject: Management of Maintenance Project Work, dated 8/26/64, is cancelled.
4. RELATED DOCUMENTS. Order 2500.8, Subject: Operations vs. F&E Funding.
5. BACKGROUND. The Airway Facilities Maintenance Program (Operations Appropriation) provides for the maintenance of the agency-operated portion of the National Airspace System (including supporting facilities). There is a requirement under this program for performance of work of a non-routine project nature. Involved are system-wide modifications and individual facility modifications or repair work, both within and beyond the normal sector resources. The procedures established by this Order are intended to provide the Regional Director with maximum freedom of action consistent with budgetary requirements and the need for facility and program uniformity.
6. PROJECT CLASSIFICATION. The maintenance project work covered under this Order is classified as follows:
  - a. Modification Projects.
  - b. Regional Maintenance Projects.
  - c. Special Maintenance Projects.
7. MODIFICATION PROJECTS.
  - a. Definition. A project for the system-wide modification of a commissioned facility or equipment performed in accordance with instructions (Orders or Handbook chapters) issued by the Director, Airway Facilities Service. These projects are limited to those funded under the operations appropriations.

Distribution: WAF/LG/EU-3; CDE-3; RAF/LG-2

Initiated By: AAF-210



3/7/86

APPENDIX 2. PAGE 2 OF ORDER 6030.39

6030.39

12 Feb 73

- b. Accomplishment. Modification projects are to be expeditiously completed, especially those which improve safety. Modifications usually will be accomplished as a part of the regular maintenance program by assignment to field offices, but when special funding is required, submission as a Special Maintenance Project may be appropriate.
  - c. Records and Reports. Records shall be maintained of the status of the Modification Project program, and they are to be available for evaluation purposes. No progress or completion records are required by the Washington Office.
  - d. Washington Furnished Items. Requisitioning instructions are provided in each modification directive.
8. REGIONAL MAINTENANCE PROJECTS.
- a. Definition. A project for the modification, repair or maintenance of an individual facility or equipment which is (1) accomplished within the resources of the normal (formula or facility-justified) maintenance program, and (2) controlled only in the region.
  - b. Accomplishment. As directed by the regional director.
  - c. Records and Reports. No records or reports are required by the Washington Office.
9. SPECIAL MAINTENANCE PROJECTS.
- a. Definition. A specifically justified and specially funded project for the modification, repair, improvement or replacement of facility equipment components, roads, buildings and utility system components.
  - b. Accomplishment. As directed by the regional director. In order that Special Maintenance Projects (SMP) will have no adverse effect on facility operation and routine maintenance, the work should, as a general rule, be performed by special work crews or by contract. Supplementally-controlled work performance by regular sector personnel and the limited use of facility stock material are permitted.
  - c. Records and Reports. Regions shall maintain separate fiscal year records which indicate all projects in the approved fiscal program and all projects added during the year. Records should provide the date of start of work, date of completion, estimated cost and the approximate actual cost, by location. All carry-over projects, cancellations and deferrals shall be indicated. A report shall be submitted to AAF-200 on a semi-annual basis covering projects cancelled and completed, with estimated and actual costs by project. Reports shall cover the time periods of July 1 through December 31 and January 1 through June 30, and are due August 15 and February 15, respectively.

APPENDIX 2. PAGE 3 OF ORDER 6030.39

12 Feb 73

6030.39

- d. Program Development. In anticipation of submitting SMP programs in response to the annual Call for Estimates, each region should develop SMPs to meet justified needs, using inputs from various sources. This review should take into account the requirements of this Order, as well as Order 2500.8. Data sheets covering all SMPs exceeding \$100,000, to be included in a formal program year or budget year submission, should be on hand in Washington (AAF-200) at least 45 calendar days prior to receipt of the submissions.
- e. Preparation and Submission of Data Sheets (RIS: SM 6030-5).
- (1) Data Sheets. A data sheet shall be prepared for each proposed new project using FAA Form 3630. Refer to Appendix 1. (The SW and CE Regions may continue to use locally developed data sheets keyed to their automation program.)
  - (2) Data Sheets Previously Submitted. Data sheets previously submitted will remain in effect. However, regions are encouraged to review previous submissions and cancel, re-number or otherwise modify their data sheets to meet their needs.
  - (3) Project Numbering. Data processing of certain aspects of Special Maintenance Projects requires the use of a three-digit alpha-numeric numbering system for project identification. These numbers will be assigned by the regions and take the following format: A01 through A99, B01 through B99, C01 through C99, etc. This number, together with the regional prefix, shall be used on all data sheets, budget submissions and related correspondence, reports and other documentation. Each project shall have a different number even though there are several identical projects at different locations. An example of the above numbering system would be WE-A01 or SW-C39. This number will be entered into item (1) Project No. of the data sheet. The regions may use supplemental numbering systems for internal control if desired; however, these internal numbers will not be used in correspondence, budget programs, reports, etc., submitted to the Washington Office. The above alpha-numeric numbering system has the capacity of going to over 2500 numbers for each region without proceeding past a letter in the first digit. This should be quite satisfactory, but if not, additional alpha-numeric sequences will be assigned by the Washington Office.
  - (4) Review and Approval. FAA Form 3630 for projects with an estimated cost of \$100,000 or less shall be reviewed and approved by the region. FAA Form 3630 for projects exceeding \$100,000 shall be submitted to AAF-200 for review and approval. It is the responsibility of the region to establish that the work is fully justified, the proposed method of accomplishment conforms to good practice, and that the agency will receive

3/7/86

APPENDIX 2. PAGE 4 OF ORDER 6030.39

6030.39

12 Feb 73

benefits commensurate with the cost. Project should be re-examined when they subsequently are submitted (1) in a budget, and (2) in a fiscal program.

- (5) Review by Washington. The Washington Office (AAF-200) will review each data sheet submitted for (1) adequacy of justification, (2) conflict with other programs, and (3) conformance of the work with standards and with the requirements of this Order. Those projects which cannot be supported will be the subject of correspondence with the regions within 45 calendar days.
- f. Project Requirements. A Special Maintenance Project must meet all of the following conditions:
- (1) Funding. Work must be of a type fundable under the Operations Appropriation as set forth in the Call for Estimates and Order 2500.8.
- (2) Project Type. Work shall be of a project nature; that is, it shall have a beginning and end and be capable of accomplishment in accordance with a definite schedule.
- (3) Non-Periodic. Work shall be of a type which cannot be effectively accomplished on a regularly scheduled basis. Work such as painting, road blading and minor repair, grass cutting, selective wood pole replacement is considered as periodic and routine. Work such as cable replacement, transmission line replacement, road rebuilding, and building rehabilitation required at random intervals can appropriately be considered as a Special Maintenance Project.
- (4) Scope. The project scope shall be beyond the resources (manpower or material) normally available to the sector for regular maintenance.
- (5) Identified Location. Work shall be identified with specific locations and facility type or types.
- (6) Project Result. The work shall result in some physical change to a facility or equipment, or it shall provide data such as land surveys, test activities or similar activities necessary to the maintenance or operation of specifically commissioned facilities.
- (7) Existing Need. There must be an observable or indicated need for the work at the time of project submission. Contingency work or work requirements determined on a statistical basis should not be included except as provided in Paragraph 9.1.(4).

APPENDIX 2. PAGE 5 OF ORDER 6030.39

12 Feb 73

6030.39

**g. Restraints.**

- (1) Repair and Exchange Transactions. The installation of repair and exchange items shall not be accomplished as a Special Maintenance Project except in special cases where such work is of a magnitude beyond the resources of the sector.
- (2) Equipment Procurement. Special Maintenance Projects are not to be used as a means of obtaining an item of supply, material, or equipment which is not necessary to the project.

**h. Work Specifically Included.** Any of the following types of work may be included in the Special Maintenance Project program when meeting the requirements of Paragraph 9.f.:

- (1) Work items specifically included in the Airway Facilities Maintenance Program guidelines provided in the annual operations Call for Estimates.
- (2) The installation of equipment or material funded under the F&E program when accomplishment under the operations program is indicated.
- (3) Modifications to permit changes and improvements in operating procedures to the extent that such work is fundable under the Operations Appropriation.

**i. Fiscal Program and Budget Submission.**

- (1) Items to be Included. The program year and budget year submissions will be in conformance with the Call for Estimates, and will include an item for funding any carry-over projects, a separate item for unidentifiable anticipated work, and a separate item for each proposed project not previously programmed. The proposed projects normally will have received prior review and approval.
- (2) Carry-over Projects. All projects included in the prior year program which are not completed at the end of the fiscal year and which have not been cancelled or indefinitely deferred are to be carried over for completion the following year. Carry-over projects are to be combined into one item and included as the first entry of the program year submission. Projects carried over are to be identified by the project number previously assigned.
- (3) Split Projects. Normally, projects are to be accomplished during one fiscal year; however, under special conditions the regions may plan a project to extend over two fiscal years.

3/7/86

APPENDIX 2. PAGE 6 OF ORDER 6030.39

6030.39

12 Feb 73

In all cases, the data sheet shall cover the complete project. Where a project is planned for accomplishment over a 2-year period, the portion in the first year shall be identified as "Initial Phase" and the portion in the second year as "Final Phase."

- (4) Unidentifiable Anticipated Work. It is recognized that there will develop during the year a requirement for accomplishing SMP work which could not be definitely identified as to project and location at the time of budget and program year submissions. There will also arise the necessity for certain emergency work which must be accomplished to maintain established systems in operation. In order to fund for such work, an item for "Unidentified Anticipated Work" may be included in the program year and budget year submissions; this item shall not exceed \$15,000. Data sheets are required for each project accomplished with funds allotted under this item.
- (5) Identification of Projects. Each project submitted as a program or budget year item shall be identified by project number, project title, and place name. The projects should be shown in order of descending priority and appropriately numbered.
- (6) Changed Requirements. When an increase or decrease in total permanent positions or total funds for SMP projects is being requested, such changes must be explained to the extent they vary from the prior year program.
- (7) Cost Estimates. The cost breakdowns by object class, submitted in response to the Call for Estimates, shall approximate the cost estimate on the data sheets.
- (8) Equipment and Material. Requirements for Washington furnished equipment and material must be fully listed in the budget year and program year submission, as specified in the Call for Estimates. See Paragraph 9.n. for detailed discussion.
- j. Changes in Approved Program. Where operational requirements, emergencies, or changed conditions so dictate, the SMP work program on which the region's current fiscal program was based may be revised by the Regional Director as provided herein.
  - (1) Deferral. Where the interests of the agency will best be served by postponement of programmed projects, the, shall be deferred by regional action. In this case, the projects will continue to be a backlog project. Deferred projects may be resubmitted in current fiscal reports, or in subsequent fiscal programs or budget estimates.

APPENDIX 2. PAGE 7 OF ORDER 6030.39

12 Feb 73

6030.39

- (2) Cancellation. Where the need for a specific project no longer exists, it should be cancelled by regional action. Other projects may be substituted for such cancelled projects.
- (3) Substitutions. A region may make project substitutions in the work program on which its current fiscal program was based, provided the substitute project has an approved data sheet and can be accomplished within the limitations of the approved regional fiscal program.
- (4) Additions. Previously approved projects may be added to the current work program provided funds are available within the region's approved SMP fund level. Projects may be added as required to utilize funds programmed under the heading "Unidentifiable Anticipated Work."
- k. Work Standards. All work performed as a Special Maintenance Project shall be in conformance with existing standards and criteria. Where no criteria or standards are applicable, the projects are to be well designed and executed to fully meet operational and maintenance requirements in a safe, adequate, and economical manner. At the conclusion of a project, the station records and equipment instructions must be corrected or revised in order that they are complete and adequate.
- l. Work Directives. All Special Maintenance Projects should be accomplished on the basis of work directives which are complete and detailed to the extent that work performance will conform to applicable standards. Each region shall develop and issue appropriate procedures.
- m. Facility Shutdown. In scheduling SMP work, particular care must be taken to reduce facility shutdown and inconvenience to the user to a practical minimum.
- n. Equipment and Materials.
  - (1) Use of Standard Items. In the interest of uniformity and the simplification of supply and maintenance problems, standard types of materials should be used for Special Maintenance Projects.
  - (2) Listing in Budget and Program Submissions. Standard types of material and equipment which are to be nationally furnished (Washington or Depot) shall be listed on the data sheets for budget planning purposes, even though they may not be completely accurate by the time the project reaches the program year.

3/7/86

APPENDIX 2. PAGE 8 OF ORDER 6030.39

6030.39

12 Feb 73

However, it is necessary that all nationally furnished items be listed accurately and completely in the program year presentation; each item listed shall show the noun description, federal stock number, quantity, estimated unit cost, and estimated total cost. A Project Materiel List (PML), FAA Form 4650-1, shall be prepared by the Regional Program Manager for each SMP as appropriate, listing only those items to be nationally furnished. The PML shall be prepared in accordance with Handbook 4650.7 and submitted to AAF-200 with the related data sheet at least 45 days prior to the fiscal program submission.

- (3) Funds Withholding. Funds required for the procurement of nationally furnished equipment, supplies, and material will be identified by FAA Headquarters and withheld from the regional allowances.

o. Provisioning of Nationally Furnished Materiel Items.

- (1) Project Materiel Lists prepared by the Regions will be forwarded to the Airway Facilities Service and processed in accordance with Handbook 4650.7, Management of Project Materiel.
- (2) Equipment available from F&E stocks to satisfy an SMP will be committed to the project. AAF will arrange for the transfer of funds, as required.
- (3) Approved PMLs will be forwarded to the Depot for inclusion in the project materiel requirements system, Handbook 4650.7.
- (4) AAF will designate the organization to acquire supplies and materials in support of approved SMP's. Funds will be transferred to the organization designated to acquire the necessary materials.
- (5) The Depot will advise the AAF on a quarterly basis the status of the funds expended for each approved SMP.
- (6) Changes in requirements for materiel furnished on Project Materiel Lists should be in accordance with Handbook 4650.7.
- (7) Materiel distribution and recording, control, data maintenance, and reports preparation and distribution will be handled in accordance with Handbook 4650.7.

APPENDIX 2. PAGE 9 OF ORDER 6030.39

12 Feb 73

6030.39

- P. Requisitioning SMP Materiel. FAA Form 4500-2 shall be used for requisitioning SMP materiel and shall be prepared in accordance with Handbook 4650.7.
- q. Five-Year Plan Requirements Summary (RIS: SM 6030-6).
- (1) General. Each year the region is to submit to the Washington Office (AAF-200) its overall SMP funding requirements for inclusion in the FAA Five-Year Plan. Because of the nature of the work, individual year plans, by project, are not required. Detailed information for the first year of the plan (the current budget year) will be obtained from the information already submitted in response to the Call for Estimates.
  - (2) Format. The Five-Year Plan submission is to be made on FAA Form 2520-1. Refer to Appendix 2.
  - (3) Due Date. Submissions shall reach Washington by 10 December.
  - (4) Explanation of Changes. If in any year the proposed SMP work shows a need for an increase or decrease in permanent positions or total funds from that budgeted or planned for the previous year, the changes should be explained. Separate justifications should be provided for each year from the previous year.
- r. Forms Availability. FAA Form 3630 (Data Sheet) is available from the FAA Depot, Oklahoma City. Form 2520-1 is to be reproduced locally because of the small quantity involved.
10. Future Plans. This Order is an interim step in the modernization of the SMP program. Both the Central and Southwest Regions have an interim automated reporting system in operation. Upon completion of current studies of these systems, it is planned to implement an automated status reporting system nationally. This national implementation could take some time primarily due to accounting problems. In the interim, present methods of status reporting may remain in effect.



G. W. COCHRAN

Director, Airway Facilities Service



3/7/86

WP 6030.34B  
APPENDIX 3

APPENDIX 3. FORMAL BID PROCEDURES

PROCUREMENT LEAD TIME TO ACHIEVE CONSTRUCTION PROJECTS  
BY FORMAL BID PROCEDURES

	<u>\$10,000 to \$20,000</u>	<u>\$20,000 to \$100,000</u>	<u>\$100,000 to \$1,000,000</u>	<u>In Excess \$1,000,000</u>
Advance Publicity	10	10	21	30
Review and Processing	--	14	14	14
Legal Review	14	14	14	14
Printing - Distribution	30	30	30/45	45/60
Bid Period	10	10	14	14
Bid Analysis/Evaluation	10	10	10	10
EEO Appraisal/Approval	--	--	10	10
AWP-1 Approval	--	--	14	14
DOT Publicity Release	--	--	--	30
ALG-1/AOA-1 Approval	7	7	7	7
Bid Acceptance	14	14	14	14
Award/Notice-To-Proceed				

No. Calendar Days From Receipt to NTP	95	109	163	217
Approximate Months From Receipt to NTP	3	3-1/2	5-1/2	7-1/4

NOTE: Allow 4 to 6 additional weeks if Mistake in Bid  
Cases occur or Protests regarding Proposed Award are  
received.